

## BOARD OF SELECTMEN

### Policy on Policies

Original Date: November 9, 1988  
1988-5

Revised: January 23, 1990 (1990-1)

Revised: November 22, 1993

Reaffirmed: January 16, 1996

Reaffirmed: February 2, 1998

Revised: January 16, 2001

Reaffirmed: March 9, 2004

Revised: March 23, 2004

Revised: August 14, 2007

It is the intent to develop a coherent, rational, logical method for developing policies with as much input as possible.

Adopting policies and changing existing policies are solely the responsibilities of the Board of Selectmen. Proposals for new policies can be initiated by any Board member, employee or citizen. Proposals shall be submitted in writing to the Chairman of the Board of Selectmen through the Town Administrator who shall place them on a meeting agenda for consideration. The Town Administrator shall seek legal advice whenever there may be questions of legality or proper procedure.

Policies or policy revisions considered by the Board shall not regularly be adopted at the meeting at which they are introduced, but all shall require a second reading at a subsequent meeting before adoption is final. All new policies or changes in existing policy shall be published in the annual report of the Town.

### SCHEDULE FOR ADOPTION OF POLICY

1. A topic is proposed and placed on the agenda by a Board member or the Town Administrator. The Board of Selectmen vote that the topic is worthy of policy formulation.
2. The topic is referred to the Town Administrator who prepares a draft of the policy and circulates the draft to department heads and other appropriate officials for comments and proposed revision.
3. The draft of the proposed policy is placed on the agenda or in the Town Administrator's report. The Board of Selectmen discusses, and amends if necessary. If necessary, the Town Administrator refers the proposed policy to Town Counsel.
4. At a subsequent Selectmen's meeting the Board votes to adopt the proposed policy.
5. This process shall take no longer than five weeks.

## CATALOGING OF POLICIES

Subject: Title of Policy

Example: Board of Selectmen Policy on Policies

Effective Date: When policy is adopted

Example: November 9, 1988

Policy Number: Number sequentially by year

Example: 1988-5

Date of Original: If policy is a revision in an existing policy, list all dates of revisions and date of original.

Cancels Policy: If the policy cancels an existing policy, state which policy it cancels by title, number and date adopted.

Dated: Today's date.